

60% Landscaping and Gardening: Performs landscaping and gardening activities which may include but are not limited to: prepares soil and plants, cultivates, and fertilizes, applies pesticides and other chemicals, waters, sprays, prunes, and transplants shrubs, trees, vegetables, flowers plants, and perennial and annual flowers; may pot certain flowers and plants for indoor and outdoor displays; seeds, fertilizes, waters, mows grass and generally maintains lawns; may raise flowers and plants in a greenhouse. Operates lawn and grounds equipment which includes power mowers, trucks, sprinkler system, snow blowers, bucket ladders, fork lift and other gardening hand tools and powered equipment while landscaping or maintaining grounds. Oversees contractors doing similar work as needed. Drives Embassy vehicle in performance of official duties.

20% Supervision: Performs general supervision of gardener team based on work requests assigned. Assigns tasks to the gardeners and oversees the performance of tasks, providing guidance and assistance with task completion as needed). Uses computer to respond to computerized work orders and request services and/or goods through ARIBA to have assigned tasks done as required. Provides timely feedback to requestor and FSN/American Supervisors about work order status.

20% Unskilled labor: Performs various kinds of unskilled manual labor tasks including, but not limited to: removes debris and trash from Embassy Compound grounds and working areas, performs minor grounds repair and other grounds keeping tasks as assigned, gutters cleaning from leaves, moves furniture and lifts, carries and moves other light to heavy objects from place to place. During the winter shovels/plows snow, salts driveways, clears sidewalks of ice. Performs other duties as assigned.

****Note:** This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.

15. Qualifications Required For Effective Performancea. Education:

Secondary education is required.

b. Prior Work Experience:

At least one year of experience as a gardener, florist helper, groundskeeper or similar work involving general landscaping and gardening duties are required.

c. Post Entry Training:

On the job training will be provided.

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read):

Level II (limited knowledge) Speaking/Reading/Writing English is required. Level III (good working knowledge) Speaking/Reading/Writing Romanian and Russian are required.

e. Job Knowledge:

Incumbent must have good working knowledge of how to plant and care of plants and flowers, methods of landscaping and grounds keeping; proper use of chemicals, fertilizers and pesticides; use and care of motorized equipment and hand/power tools used in ground keeping maintenance work.

f. Skills and Abilities:

Must have a type "B" local driver's license. Must have the ability to use hand tools and operate motorized equipment and vehicles, such as mowers, sprinklers, fork lift, etc. Must be able to physically lift and move objects including weight up to 50 pounds unassisted. Must have basic computer skills, and ability to operate Microsoft office programs.

16. Position Elementsa. Supervision Received:

Supervision is received through the Grounds Keeping and Custodial Shop Foreman. Also receives instructions from the Maintenance Supervisor, Facility Maintenance Specialist (FMS) and/or General Services Officer

b. Supervision Exercised:

Provides daily work guidance to four gardeners, assigning tasks and providing instructions.

c. Available Guidelines:

6 FAM. GSO Handbook. Post policies and regulations. Government occupational health and safety guidelines.

d. Exercise of Judgment:

Judgment is required to perform assigned duties in planting and fertilizing, using pesticides and other chemicals; using different manual and electrical hand tools, operating the forklift. Uses own judgement to determine when a problem must be reported to supervisor.

e. Authority to Make Commitments:

None.

f. Nature, Level and Purpose of Contacts:

Internal: Communicates daily with co-workers and Embassy personnel in performance of duties.

External: Communicates with contractors doing similar work as necessary.

g. Time Expected to Reach Full Performance Level:

Three months.